

**MINUTES OF THE
HANOVER BOROUGH COUNCIL WORKSHOP/
FINANCE & PERSONNEL COMMITTEE MEETING**

November 18, 2020

Chairperson Dr. Rupp called the Hanover Borough Council Workshop & Finance & Personnel Committee meeting to order Wednesday Evening, November 18, 2020 at 7:00 PM, as advertised, in the Hanover Borough Municipal Building, 44 Frederick Street, Hanover, PA. Community Media was present to conduct a video and audio of the meeting via zoom presentation for all citizens to have access.

Attendance: On roll call, the following answered as present: Mr. Chesney, Mrs. Funk, Mr. Hegberg, Mr. Hoover, Mr. Lockard, Mr. Reichart, Mr. Roland and Dr. Rupp; Solicitor Shultis, Manager Dunford, Secretary Felix and Finance Director Miller. Council Member Ms. Pranses and Mayor Whitman were connected via virtual access to the meeting.

Public Comment: None was presented.

Consent Agenda

It was moved by Mrs. Funk, seconded by Mr. Chesney to approve the following items on the Consent Agenda:

- a. Minutes: Approval of minutes of October 21, 2020
- b. Finance Reports:
 - i. Review, Question and Approve Bills for Payment
 - ii. Accept Monthly Financial Statement
 - iii. Accept Report of Monthly Investments
- c. Special Events: Recommend approval of permits
 - i. Hanover Valley Presbyterian Church - Christmas Eve Service in Wirt Park
- d. Deputy Emergency Management Coordinator: Approve application of Josh Otis to serve in an unpaid position to assist the Emergency Management Coordinator
- e. Change Orders to Sewer Projects:
 - i. Approve Change Order to contract with Mr. Rehab, LLC to increase payment by \$51,300 to address unforeseen structural lining issues with multiple deep sanitary sewer manholes
- f. Annual SPCA Contract: Approve contract in the amount of \$7,874.35

Motion carried.

Presentation - Proposed Senior Housing Development on Wilson Avenue

Mr. Andrew Cohen and Chelsea Arlantino were present from Woda Cooper Companies regarding their proposal to construct a 51-unit senior housing community at 319 Wilson Avenue with 4 stories. Mr. Cohen and Ms. Arlantino distributed materials on their company's background and experience, in relation to the proposed project. To date, their company has constructed 22 senior housing developments in Pennsylvania. The property at 319 Wilson Avenue is in a Limited Manufacturing District, and Mr. Cohen and Ms. Arlantino proposed a text amendment to the current Hanover Borough Zoning Ordinance that would add "dwelling unit, senior housing" to the permitted uses in the LM zoning district. They noted that most of the LM-zoned properties in the Borough are already fully developed, so this addition should have a minor impact in the Borough, and provide needed senior housing opportunity. They further noted that although the site is approximately 4.92 acres, the unique shape would inhibit development as a manufacturing site. There are two main portions of the site, connected by a long and narrow finger of land. The 2.8 acre portion of the proposed site is long and narrow, but has nearly 900 feet of road frontage and a depth of approximately 120 feet. The configuration of a stream path through the site isolates approximately 1.2 additional acres from the developable portion of the property.

The Committee was concerned that the proposed height of the structure would exceed the current zoning allowance of 35' maximum height that the Zoning Ordinance allows.

Mr. Reichart noted that the Committee's objective would be to address the *concept* of the zoning text amendment in order to accommodate the proposed senior housing community in the LM zoning district, as the LM district currently does not allow multiple housing. Details of the plans will be addressed by the Planning Commission at a later date if the matter moves forward. Mr. Reichart asked Mr. Mains for his thoughts.

Mr. Mains noted that if the zoning text amendment is approved, it could be included in the text of the new zoning ordinance. The applicant will not be seeking allowance of a non-conforming use. Mr. Mains added that the Planning Commission noted the proposed plan would be a good fit for the community and the property, and other allowable commercial uses may prove to be a difficult fit for the property.

Chairperson Rupp noted that the Committee would need to act on the approval of the recommendation of the Planning Commission, and determine whether to move forward with the revision of the current zoning ordinance.

After discussion, it was moved by Ms. Pranses, seconded by Mr. Hegberg to approve the advertisement of a zoning text amendment to the Council agenda that if approved, would permit a senior housing development in the LM Limited Manufacturing District. Mr. Chesney, Mrs. Funk and Mr. Lockard voted in opposition to the motion. Motion carried.

Dr. Rupp thanked Mr. Cohen and Ms. Arlantico for their attendance and presentation this evening. The matter will be moved to the Borough Council agenda on November 24th for formal consideration.

Finance, Personnel & Administration

2021 Proposed Budget: Dr. Rupp asked for questions on the proposed budget. The Committee had the opportunity to forward questions to Finance Director Miller prior to the meeting. Mr. Roland would like all new hires and replacements to come before Borough Council before they are affected. Dr. Rupp noted this policy is already in effect. In addition, Manager Dunford will notify department heads via memo to make sure all new hires or replacements are brought before the Council. Dr. Rupp also noted that Council will still retain the ability to change the budget after the advertisement. It was moved by Mr. Reichart, seconded by Mrs. Funk to move the motion to advertise the proposed 2021 budget for public inspection to the Council agenda. Motion carried.

2021 Proposed Fire Commission Budget: Finance Director Miller outlined the Borough's allocated portion of the Fire Commission budget that is contained within the Borough's budget. Mr. Miller and Manager Dunford are a part of the Fire Commission team, and have reviewed the budget. The request for a Deputy Fire Commissioner and the staff duty cars were eliminated from their original budget request. The Borough's allocated portion for wages of the Chief, Executive Secretary and Hanover Fire Dept. staff are included in the Borough's budget. There is no joined labor contract between Hanover Borough and Penn Township at this time. EMS wages are not included in the Borough's budget, but is found in the Commission's budget. Chief Clousher asked for any questions. Mr. Chesney and Mr. Roland commended the Borough Staff and the Chief for their hard work on this budget. It was moved by Mr. Roland, seconded by Mr. Lockard to move the approval of the proposed 2021 Fire Commission to the Council agenda. Motion carried.

Pre-Funding for first quarter Borough's 2021 funding of Commission Budget: Finance Director Miller explained the potential need for the pre-funding at 2020's end to the Fire Commission to guarantee cash flow for the beginning of the year. He noted in no way is Hanover Borough subsidizing these funds; it will merely be pre-funding our designated allotment, as necessary. The problem is a timing of cash short-fall rolling into the end of the year from Penn Township Volunteer Emergency Services (PTVES). PTVES will eventually be a part of the Fire Commission and the need for this will cease. The pre-funding will not happen unless it needs to happen, and it will not exceed the allotment amount. It was moved by Mrs. Funk, seconded by Mr. Lockard to approve the pre-funding for the Borough's allotment to the Fire Commission for the beginning of 2021. Motion carried.

2021 Borough Goals: Dr. Rupp stated the review of the draft of goals and objectives will be addressed at the December 16, 2020 meeting.

Borough Council Vacancy: Solicitor Shultis noted Borough Council must accept the resignation of a Council Member within 45 days, then they have 30 days to appoint; if Mr. Arter's resignation is accepted at the November 24th Council meeting, an advertisement can be placed and then interviews held December 7th or 8th, with a December 23, 2020 official appointment.

Committee Appointment: It was moved by Mr. Chesney, seconded by Mr. Hegberg to approve the appointment of Bill Reichart as a regular member and chair of the Water & Sewer Committee, effective upon Borough Council's acceptance of Council Member Arter's resignation. Motion carried.

COVID 19: Manager Dunford outlined the recent directives in her memo she provided regarding personnel, public meetings and public access to the Borough Building. The general office was closed for one day for a positive employee COVID test. Work station distances were widened, mandatory masking is in place and the office was closed to the general public, and remains closed/ by-appointment only. When asked by Manager Dunford, the consensus of the Committee was to continue the group virtual public meetings by Community Media due to the upsurge in COVID exposures.

Planning & Engineering Department

Gateway Drive Subdivision Plan Approval: Mr. Mains noted this plan includes multiple lots to be consolidated to three (3) individual lots. It was recommended by the Planning Commission and staff with contingencies. It was moved by Mr. Roland, seconded by Mrs. Funk to move the recommendation of approval of the plan to the Council agenda for consideration. Mr. Chesney voted in opposition to the motion. Motion carried.

Cherry Tree Phase 4.3 Development Plan Approval: Mr. Mains stated this will be the last and final phase of the Cherry Tree development. It was recommended by the Planning Commission. There are 121 total units being developed by J.A. Myers; part of the preliminary plan was previously approved. It was moved by Mr. Roland, seconded by Mr. Hoover to move the recommendation of approval of the plan to the Council agenda for consideration. Motion carried.

Public Works & Facilities

Library: Mr. Mains and Councilman Hegberg summarized the proposed professional services contract with Buchart Horn in the amount of \$18,090 for an architectural engineering study to evaluate a potential water intrusion mitigation strategy for the building, in a more cost effective manner than previously investigated. It was moved by Mr. Roland, seconded by Mrs. Funk to move the recommendation of approval to the Council agenda for consideration. Motion carried.

Economic Development

Community Development Corporation: Solicitor Shultis reviewed the draft by-laws and asked the Committee for approval of a corporate name and the number of members on the Board of Directors. After discussion, the Committee agreed on a name, "Hanover Economic Development Corporation," and five (5) members to serve on the Board of Directors. An advertisement will be placed in the newspaper and on the website asking for potential candidates for the Board of Directors. There will be no compensation for the Board positions.

Water & Sewer Department

Drought Conditions: Water & Wastewater Treatment Supt. Mayers reviewed the Borough's "Drought Contingency Plan." Current rainfall deficit is now greater than 6" and he asked that Council implement voluntary water use restrictions. If the lack of rainfall continues at the current rate, mandatory restrictions will be in place by February 2021. The Committee approved a press release encouraging voluntary water use conservation for Hanover Borough water system customers which would place voluntary restrictions on nonessential uses such as watering lawns, washing vehicles and sidewalks, etc.

Management Reports

Finance Director Miller relayed that the Public Utility Commission lifted the order for a moratorium on water service terminations. He will be proceeding cautiously with water service terminations only after many notices and payment arrangement offers are exhausted. The current delinquencies over 3 months behind are in a much better position than our typical 5-year average. There is approximately \$13,000 delinquency for garbage; \$20,000 for water delinquency; and \$20,000 for sewer delinquency beyond 3 months overdue.

Communications & Correspondence:

- Dr. Rupp thanked Main Street Hanover and the Public Works Department for doing a wonderful job with the holiday decorations.
- Finance Director Miller included a document from Moody's Investors Service confirming the Aa3 general obligation bond rating. He further noted that Moody's noted in their report that The Borough has very strong reserves; and actual general fund debt is exceptionally limited. Overall, the rating came back very positive.

Additional Public Comment: None was presented.

Executive Session

It was moved by Mr. Lockard, seconded by Mr. Hoover to temporarily adjourn the meeting at 8:50 PM to an executive session, citing Section 708(a) of the Sunshine Act. Motion carried.

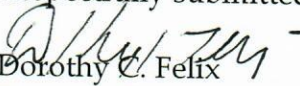
The meeting reconvened at 10:19 PM.

Adjournment

Chairperson Dr. Rupp thanked all for their attendance this evening.

It was moved by Mr. Reichart, seconded by Mr. Roland to adjourn the meeting at 10:19 PM.
Motion carried.

Respectfully submitted,


Dorothy C. Felix
Borough Secretary